

Vacancy Announcement #DPO-00-042 DAB

**DEMONSTRATION PROJECT VACANCY ANNOUNCEMENT**

**POSITION:** Computer Specialist, PD-334 / Band 3  
(Band 3 equivalent to GS-13/14, salary range \$60,890 to \$95,880 Per Annum,  
Includes Locality Payment for Washington Metropolitan Area)

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Assistant Director – Office of Science and Technology  
Information Services Division  
Operations Systems Branch  
Washington, DC

**NOTE:** This position is covered by a Title 5 exemption authority, a special authority approved for the Department of the Treasury by Congress for a Demonstration Project to provide increased regulatory flexibilities in hiring and compensating employees, including a broad banded system and pay for performance. Under this program, you may be eligible for relocation, recruitment, and /or retention bonuses up to 25% of base pay under each program. You may also be eligible for certification and licensure bonuses up to 2% of base pay, an education supplement up to 10% of base pay, as well as paid sabbaticals and other individual developmental opportunities. For additional information on the Demonstration Project please visit our web site at [WWW.ATF.TREAS.GOV](http://WWW.ATF.TREAS.GOV).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**Security Clearance Required**

**OPENING DATE:** August 4, 2000

**CLOSING DATE:** September 5,

**AREA OF  
CONSIDERATION:**

**All sources** and Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply. Non-status applications will be forwarded to the Delegated Examining Unit or the Pay Demonstration Project Office for rating, ranking and referral. Career-Conditional or Career candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications. If only one application is received it will be considered under merit promotion.

**MAJOR DUTIES:** : The incumbent serves as an authoritative technical specialist, project coordinator and Configuration Management leader for the Operations Systems Division. Serves as a lead participant

in analyzing operational requirements and in developing and delivering new procedures and strategies for use in managing and administering a wide variety of hardware and software platforms. Identifies actual or potential problem areas for study and resolution.

- Serves as a Computer Specialist conducting/directing studies and analyses to determine and evaluate effectiveness, efficiency, and long-term application of complex information systems.
- Serves as a team leader and/or senior systems consultant and technical authority to lead and complete a variety of technical research analysis.
- Coordinates and manages projects to improve the efficiency or reduce costs of current office formation resources; identifies and analyzes problems and subsequent proposals of automated solutions; studies and analyzes work-flow and information requirements, cost and time-phasing of improvements to current systems.
- Acts as a liaison with Bureau Headquarters, Office of Science and Technology, industry members, other agencies, and offices within the Bureau to stay abreast of enhancements and upgrades in hardware/software.

**QUALIFICATION REQUIREMENTS:** Applicants must meet all qualifications, including band requirements, **within 30 days of the closing date of this announcement.** Applicants must have one year of specialized experience equivalent to the next lower grade/band in the federal service.

**Specialized experience** is experience, which is directly related to the duties of the position to be filled such as identifies actual or potential problem areas for study and resolution; coordinates and manages projects to improve the efficiency or reduce costs of current office formation resources; and studies and analyzes work-flow and information requirements, cost and time-phasing of improvements to current systems.

**EVALUATION METHODS:** Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; and, the Supplemental Experience Statement. Non-status applicants will be evaluated on relevant experience and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best-qualified applicants.

### **SUPPLEMENTAL EXPERIENCE STATEMENT**

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Broad knowledge of current information systems technology, and data processing concepts, principles, and practices dealing with the development of information systems in order to conduct studies of software/hardware configuration management requirements.
2. Mastery of concepts and current practices in use in project management, and configuration management in order to conduct studies and analyses of complex information systems and to develop or adapt processes for Bureau use.
3. Knowledge to serve as a Bureau technical expert authority to advise system planners on latest developments and projections in assigned Configuration Management areas, and to analyze operational requirements and develop and deliver new procedures and strategies for a wide variety of hardware and software platforms.
4. Knowledge of Microsoft-Disk Operating Systems/Personal Computer – Disk Operating Systems, UNIX operating systems, ORACLE database, WINDOWS New Technology, WINDOWS 95/98 operating systems, and operating in both Wide Area Network and Local Area Network environments to analyze effectiveness and recommend changes.

5. Demonstrated skill in oral communications in order to develop and provide training presentations and instructions on technical subject matters. Demonstrated skill in written communications in order to develop and provide technical subject matter documents including requirements documents, user manuals, and training presentations.

### **CONDITIONS OF EMPLOYMENT**

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
  - ☐ A pre-employment drug test is required.
  - ☒ A pre-employment background investigation is required.
  - ☒ Incumbent must be a U.S. citizen.
  - ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
  - ☒ Non-ATI applicants will not be reimbursed for travel and relocation expenses.
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### **GENERAL INFORMATION**

1. Applications will not be returned to applicants.
2. Applications must be **postmarked** by the closing date of this announcement.

### **HOW TO APPLY:**

- A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, through Internet, (Telnet connections only at WWW.USAJOB.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title series, band and vacancy announcement of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

- B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☒ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☒ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☒ College transcripts of lists of college courses.
- ☒ Race /National Origin Identification (SF-181). Information submitted will be used for statistical reports only.

- ☒ Performance appraisal, dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only.)
- ☒ Current/former Federal employees - SF-50 reflecting competitive status.
- ☒ Applicants with disability or veterans eligible for non-competitive appointment; provide appropriate documentation.
- ☐ Current Notice of Results.
- ☐ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.

**C. Please include a statement indicating how you found out about this vacancy. (Example: I found out about this vacancy through the OPM Web-site, job fair, trade publication, etc.) If another web-site, please specify.**

**NOTE: DEPARTMENT OF TREASURY SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION:** If you are currently a career or career-conditional Treasury employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under Treasury's Career Transition Assistance Program (T-CTAP). You must:

1. Still be employed by the Treasury Department, and the date of the notice has not expired.
2. Submit a copy of the RIF or CES separation notice along with your application.
3. Apply for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.
4. Have a current (or last) performance rating of record of at least fully successful or equivalent.
5. Currently be employed by Treasury in the same commuting area as the position for which you are requesting priority consideration.
6. File your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation.)
7. Be rated well qualified for the position. To be well qualified, you must meet the mid-level range of the crediting plan for all factors.

**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (I-CTAP).** If you are a displaced Federal employee you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (I-CTAP). To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, Standard Form 50, Notification of Personnel Action (SF-50), stating you were separated by RIF, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    - 1) Received a specific RIF separation notice (You must submit a copy of your SF-50 stating you were separated by RIF.); or
    - 2) Separated because of compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place you. (You must submit a copy of a

letter from your former agency certifying that it could not find employment for you in the agency within 1 year after being on workers' compensation.); or

- 3) Retired with a disability and whose disability annuity has been or is being terminated (You must submit: a copy of the OPM letter stating that your disability annuity is being terminated because you have been certified as fully recovered or your earnings have reached or exceeded the amount requiring cancellation of your annuity **AND** a copy of a doctor's statement certifying that you are fully recovered and ready to return to work.); or
- 4) Upon receipt of a RIF separation notice, retired on the effective date of the RIF. You must submit a copy of your SF-50 that indicates "Retirement in lieu of RIF"; or
- 5) Retired under the discontinued service retirement option (Submit a copy of your SF-50 that indicates "Retirement in lieu of RIF".); or
- 6) Were separated because they declined a transfer of function or directed reassignment to another commuting area.

(You must submit a copy of your SF-50 indicating that you were separated because you declined a transfer of function or directed reassignment to another commuting area); **OR**

B. Be a former Military Reserve or National Guard Technician who is receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of title 5 United States Code. (You must submit a copy of your eligibility letter from the National Guard or Military Reserve.)

- 1) Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
- 2) Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
- 3) Occupy or have been displaced from position in same local commuting area of position for which you are requesting priority consideration.
- 4) File your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation)
- 5) Be rated well-qualified for the position (to be well-qualified, you must meet the mid-level range of the crediting plan for all factors).

**SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
Position Management Branch, Room 4350  
Attention: Deborah Bush  
650 Massachusetts Avenue, NW  
Washington, DC 20226  
(202) 927-8630

**Telecommunications Device for the Deaf (TDD): (202) 927-7941**

TO FIND OUT ABOUT OTHER JOB OPPORTUNITIES IN THE BUREAU OF ALCOHOL,  
TOBACCO AND FIREARMS, CALL (202) 927-8423.

**AN EQUAL OPPORTUNITY EMPLOYER**

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASON.**